

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

I. Position Title: Justice Court Administrator

Revision Date: 8/05

EEO Code: Administrator

Status: Exempt (Executive)

II. Summary Statement of Overall Purpose/Goal of Position:

Under the administrative direction of the Assistant CAO and with the concurrence of the Lead Court Judge manages the day-to-day administrative activities and operation of the Sandy City Justice Court.

III. Essential Duties:

- Supervise the hiring, training, work assignments, performance evaluations, discipline and termination of court clerks.
- Manage case flow in order to ensure that cases are processed in a timely and effective manner.
- Prepare the budget; ensure that all monies collected by the court are properly accounted for, including the balancing of revenue; monitor expenditures; prepare periodic revenue reports; approve payment of jurors and witnesses; supervise other related accounting and financial activities.
- Review handling of fines, fees, and forfeitures to ensure correct reporting and disbursement.
- Supervise the maintenance of court dockets; oversee issue of judicial orders; supervise posting of information generated during court sessions to case files; supervise the maintenance and security of court records; authorize access to court records.
- Monitor workload in order to determine staff deployment based on workload requirements and existing resources. Responsible for management of court calendars and records.
- Hold regular staff meetings and advise clerks regarding questions of procedure, coordination of operations and supervisory issues.
- Maintain liaison and coordinate court operations with representatives of other city departments and court agencies.
- Respond to questions and concerns from the public.
- Develop policies, procedures and guidelines for the effective administration of the Court.
- With the concurrence of the Lead Court Judge, develop and maintain guidelines for the adjudication of certain traffic offenses and misdemeanors.
- Supervise the adjudication of cases involving certain classes of traffic infractions and misdemeanors.
- Prepare and submit periodic reports to the Administrative Office of the Courts and to the City Administrator's Office.
- Coordinate the development and implementation of court related computer systems as applied to the Sandy Justice Court.
- Serve on various city and state committees relating to the operation of the Court and general city government.

IV. Marginal Duties:

- Perform quality control audits to ensure accuracy of court records.
- Occasionally perform the duties of a Justice Court Referee.
- Other duties as assigned.

V. Qualifications:

**Requirements:** Valid Utah Driver's License is required.

**Education:** Bachelor's degree in Business Management, Public Administration, Law, Criminal Justice or related field.

**Experience:** Four years of work related experience with at least one of those years including direct supervisory experience.

**Knowledge of:** Supervisory and management principles and practices including budgeting and training; filing procedures; bookkeeping and accounting procedures; court policies and procedures; City policies and procedures; legal terminology and court documents.

**Responsibility for:** confidential files and records; making decisions affecting the activities of 10-12 court clerks and 1 referee: what they should do, when to do it, where and how. This includes the responsibility for worker motivation and satisfaction. Responsible for financial and administrative decisions and their consequences.

**Communication Skills:** Inform the public and employees regarding Sandy City Justice Court procedures; contacts with other departments, furnishing and obtaining information; contacts with other enforcement agencies; requires tact and judgement to deal with and influence people; requires well developed sense of strategy and timing; constant contact with the public regarding citations they have received.

**Tool, Machine, Equipment Operation:** Frequent use of a personal computer and specialized software; occasional use of a ten-key.

**Analytical Ability:** Ability to give directions; prioritize tasks; work well under pressure and impending deadlines; work independently with a minimum of supervision.

VII. Working Conditions:

Great mental effort is required daily; frequent pressure and fatigue are present in this position due to above average exposure to deadlines and contact with discontented public; constant attendance is required; great responsibility is required for the care, condition, and use of materials, equipment, and money.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.